

**TRAVEL WORKSHEET**

**You are responsible for providing complete records to receive reimbursement**

A traveler is considered in travel status when he/she is away from the official workstation for 3 or more hours in excess of the regularly scheduled work day and the destination is more than 50 miles away (one way, most direct route).

Date: \_\_\_\_\_ Traveler: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

Cell #: \_\_\_\_\_ Mailing address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Budget Name: \_\_\_\_\_ Budget #: \_\_\_\_\_ Authorization (PI'idi pcwtg): \_\_\_\_\_

Purpose of trip (if funded by grant or contract, what is benefit to budget? *Please include meeting name, dates and destination*)

**IMPORTANT: BE SURE TO PRINT DETAILED REGISTRATION RECORD AT THE TIME YOU REGISTER FOR A CONFERENCE**

**PRE-TRAVEL ITEMS NEEDED (FOR TRAVELERS WITHOUT PERSONAL UW TRAVEL CARD):**

Airfare Ticket Price: \$ \_\_\_\_\_ Your name as it appears on ID (MUST include middle name): \_\_\_\_\_ DOB: \_\_\_\_\_

Attach printed itinerary from airline website.

For Non-UW guest, please contact Classic Connections at (800)-397-7304 or email linda@classic-connections.net to reserve airfare

Per Diem Advance: minimum 10 day notice required, minimum \$300. Must be on UW Payroll. Amount of Per Diem advance: \$ \_\_\_\_\_

**ONCE YOUR TRAVEL IS COMPLETE, FILL IN DAILY THE INFORMATION BELOW:**

*Receipts for airfare, lodging, rental car, laundry or any misc. expense over \$75 MUST be included with this reimbursement form. No receipts required for personal meals.*

Date mm/dd/yy	Location From	Location To	Time Departed	Time Returned	Lodging Name	Lodging Amount	Mark 'X' to claim meals and 'P' for meals provided			Point/Point Mileage**	Vicinity Miles**
							Brkfast	Lunch	Dinner		

**Other Expenses for Reimbursement:**

Expense	Amount	Expense	Amount & Date	Misc. Expense	Amount & Date
Airfare:		Taxi/Shuttle			
Registration: include details of items purchased		Rental Car			
		Ferry			
		Parking			

\*\*If driving your personal vehicle, please include a MAPQUEST printout or a UW mileage sheet . Include a mileage log for vicinity miles.